



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions

Issue Date: June 3, 2016

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Posting No.: 162-16

☐ Interested individuals who meet the stated requirements

TITLE: Technical Assistant, Construction Monitoring **SALARY:** \$39,457.23 - \$55,413.51

LOCATION: Central Office, Capital Planning Unit – Trenton, NJ

JOB DESCRIPTION: Under supervision in a state department or agency, provides technical assistance concerning building project status and requirements, maintains various control records to identify status of building projects under construction, assists with the issuance of construction permits and/or certificates in accordance with the New Jersey Uniform Construction Code and model codes; may take the lead over the work of clerical staff; does other related duties as required.

REQUIREMENTS

EXPERIENCE: Three (3) years of experience with an engineering, architectural, construction company or a government agency in the coordinating or monitoring of various phases of construction work involving the processing, review and/or issuance of construction permits or certificates in accordance with the New Jersey Uniform Construction Code (NJAC 5:23) and adopted model codes.

NOTE: Formal college education may be substituted for work experience on a basis of thirty (30) hours of engineering or architecture subjects for two (2) years of experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PLEASE INCLUDE RESUME, POSTING TITLE AND NUMBER, AND COPY OF TRANSCRIPTS IF APPLICABLE (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN June 17, 2016.

Forward Response To:

Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6
P.O. Box 863
Trenton, NJ 08625-0863

Emailed resumes are to be sent only to:

Civilian.Recruitment@doc.nj.gov